

**USAFO
RESERVE COMPONENT
INPROCESSING WORKSHEET
CAMP ZAMA, JAPAN**

Today's Date: _____

Pay Period:

From: _____

To: _____

1. Name of Soldier: _____

2. Social Security Number _____

3. Military Pay Grade: _____

4. A. Duty Phone/Location: _____

B. Residence/Office Phone: _____

5. THE FOLLOWING MUST BE COMPLETED FOR PAYMENT TO BE PROCESSED

YES NO

A. Do you request SGLI? _____

B. Is your spouse currently on active duty? _____

C. Do you and your family currently reside in government quarters at home address? _____

D. List the number of tax exemptions you claim for federal and state income tax withholding (i.e. 01, 02, 03, etc.) Married Single

(1) Have you changed your state of residency since your last AT/ADT/ADSW? _____

(2) If you answered "yes" to D.(1), list your new address here and fill out a new IRS Form W-4 and DD Form 2058.

E. Are you receiving a VA Pension, compensation, or retirement benefit? _____

6. METHOD OF PAYMENT: Check to bank (requires a voided check, SF 1199A, or FMS 2231)

7. PROMOTIONS: Were you promoted within the last year? _____

8. CERTIFICATE OF PERFORMANCE: Individual Active Duty Certificate of Performance (ARPC Form 3924) must be turned into the pay processing office on the last duty day of soldiers' AT/ADT/ADSW (for duty less than 30 days). If duty is for more than 30 days, ARPC Form 3924 must reach the pay processing office no later than the 10th of the month following each month of duty. A copy of your travel settlement voucher must be attached to verify AT/ADT/ADSW dates.

NOTE: FINANCE WILL NOT RELEASE YOUR MILITARY PAY WITHOUT RECEIPT OF ARPC
FORM 3924 AND WORKSHEET COPY OF DD 1351-2.

9. THE FOLLOWING FORMS NEED TO BE UPDATED ANNUALLY TO SUPPORT PAY
ENTITLEMENTS:

- DA FORM 5960 (Start/Stop/Change Basic Allowance for Quarters)
- TD FORM IRS W-4 (Employee's Withholding Allowance Certificate)
- DD FORM 2058 (State of Legal Residence Certificate)

GENERAL INFORMATION

COLA: Not payable if tour is less than 20 weeks.

BAS: (Enlisted Soldiers Only) Discuss your allowance with Senior Enlisted Reserve Advisor, and submit DA Form 4187, if necessary.

BAQ W/O Dependents: Statement of non-availability must be obtained from the unaccompanied personnel housing office for:

1. All single soldiers who do not reside in government quarters.
2. Soldiers married to active duty personnel residing in government quarters
3. Soldiers married to reserve component soldiers (of any service, currently on active duty).

Our Finance Inprocessing Administrators will be happy to discuss any questions you may have regarding this form. Also, they will assist you on any matters related to completion of any extra paperwork needed to support your pay or travel entitlements. We at the finance office wish you success in your training and hope you are able to enjoy the splendors of Japan and it's culture. When you are finished completing this form, please attach all documents related to your military pay and sign below.

Thank you! (Arigato!)

SIGNATURE: _____